

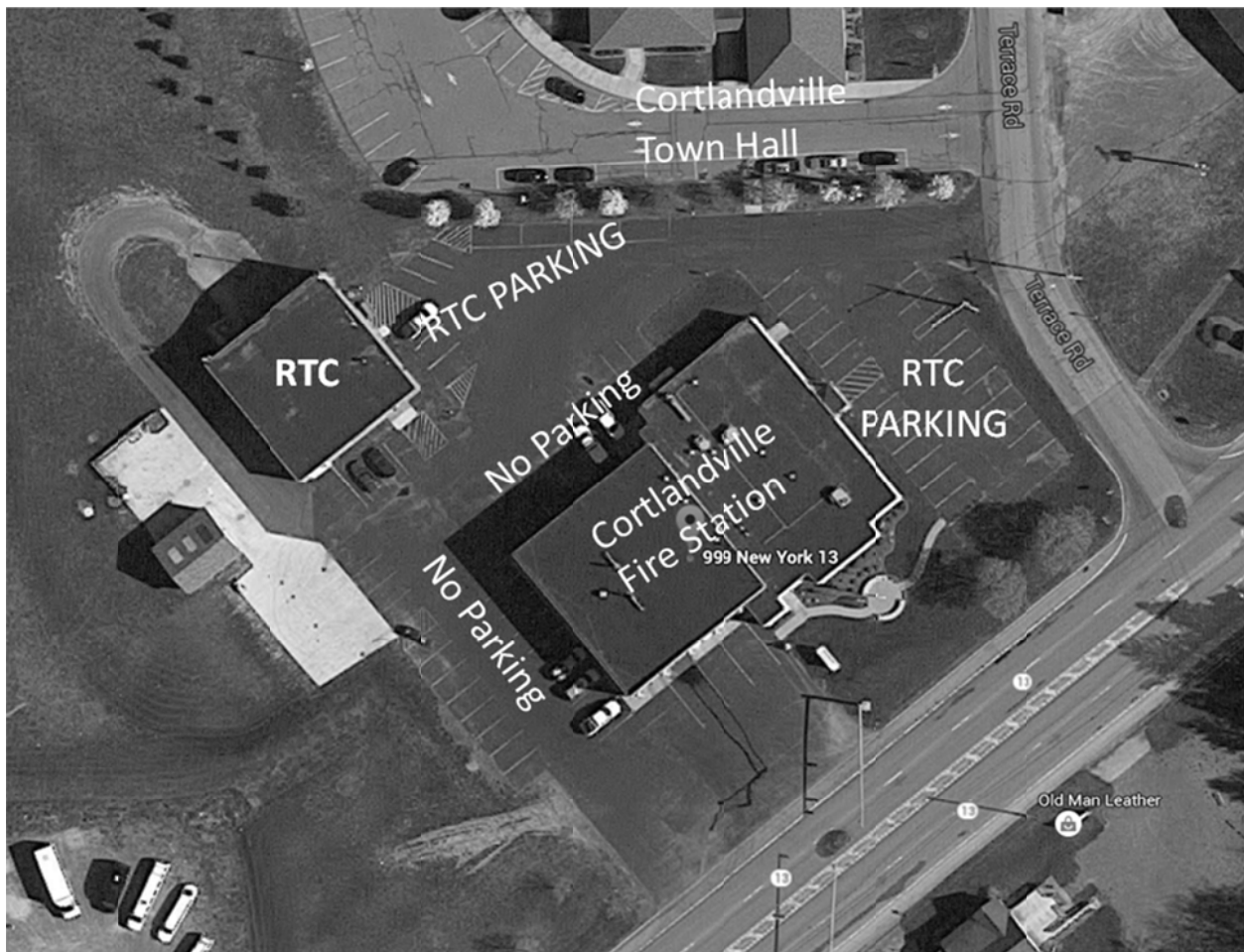


Cortland County Regional Training Center (RTC) Use of Facilities Information Sheet

Scheduling – Please visit www.cortlandcountyfire.org to view the Online Training Calendar and to fill out the RTC Use Request Form.

Directions to the Facility – When providing directions to attendees please use 3577 Terrace Road, Cortland, NY 13045 and state that it is next to the Cortlandville Town Hall.

Parking – Please have attendees ONLY park in the parking lot on the Terrace Road side of the fire station. Please DO NOT park in areas with “RESERVED Cortlandville Firefighters Parking Only”, “RESERVED Cortlandville Chiefs Parking Only” or in front of the dumpsters.



Classroom – The classroom can hold 40-45 attendees. There is a desktop computer with Microsoft Office products installed, a projector and screen set up for use. Please bring your presentation materials on a flash drive.

Other Provisions – A commercial coffee pot with coffee, coffee condiments and cups are provided for your use. There is a soda vending machine and water fountain as well. A microwave is available.

Food – Food may be brought in for or by attendees. If you will be having a catered meal, please note this on the RTC Use Request Form so tables may be set up appropriately.

Smoking – This is a tobacco free property. If someone would like to smoke they would need to do so off the property of the Cortlandville Fire Department and Cortland County Regional Training Center. This includes the parking lot.

Sign-in Sheets – Please complete a sign-in sheet and place it in the Instructor's Office door mailbox when complete. (If your course is more than one day, only one sheet needs to be filled out with all the dates of use noted at the top of the page.)

Facility Contacts – For more information, questions or concerns while using the facility please contact:

Courtney Metcalf
Deputy Director
607-423-6142

or

Kevin Whitney
Deputy Fire Coordinator
607-423-2073

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whitney178@hotmail.com

